

Schedule 134

CITY OF LINCOLN HUMAN RIGHTS COMMISSION

JUNE 5, 1995

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	134
	AGENCY, BOARD OR COMMISSION
	COMMISSION ON HUMAN RIGHTS
	DIVISION, BUREAU OR OTHER UNIT

PART I – AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE * <i>Eunigene Brodeur</i>	
TITLE <i>Director</i>	DATE <i>May 17, 1995</i>

PART II – ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE * <i>Andrea I. Carl</i>	DATE <i>May 23, 1995</i>
STATE ARCHIVIST	

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE * <i>[Signature]</i>	DATE <i>6-5-95</i>
ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 134 – CITY OF LINCOLN-HUMAN RIGHTS COMMISSION

134-1 CASE ACTIVITY (MONTHLY AND ANNUALLY)

Reports indicate new cases filed, information on cases closed, information on cases assigned to individual field investigators, their status and length of time in their possession.

Dispose of after 3 years.

134-2 CASE ASSIGNMENT SHEETS

Forms which show the data a case is assigned for investigation and to whom it's assigned.

Dispose of after 3 years.

134-3 CASE DATA SUMMARY

Involves six different computer screens that may be utilized for specific information on the status of each case entered. Screens may include: Case Information-Intake, Investigator Information, Determination Information, Conciliation, Public Hearing, and litigation information.

Retain permanently.

134-4 CASE PROCESSING LOGS

Logs list information about a case which is entered into the computer.

Dispose of after 3 years.

134-5 EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION CASE FILE LOG

Each case file is entered by number into a log which lists name of complainant and respondent, alleged discrimination, race/color, religion, sex, etc.

Dispose of after 25 years.

134-6 EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATION INVESTIGATION CASE FILES.

Confidential investigation files deal with alleged discrimination in employment, housing and public accommodations. Files may include: "Charges of Discrimination", complaints, investigation data, filings, pleadings, decision letters, recommendation orders, rulings, transcripts, miscellaneous forms, public hearings, civil actions, District Court proceedings, and "Final Investigation Reports."

Dispose of 6 years after case is closed, subject to review by the State Archivist before disposal.

134-7 INVESTIGATION CARD FILES

Card file is maintained on each discrimination case file. Provides names, addresses, and final disposition of case.

Dispose of 6 years after case is closed.

134-8 MONTHLY INTAKE REPORTS

Report showing the breakdown of the types of discrimination charges taken in each month.

Dispose of after 3 years.

134-9 NOTICE OF COMMISSION DECISION AND ORDER

Copy of form sent to those against whom the discriminatory act was alleged, giving the result of the Commission decision.

ORIGINAL RECORD: Dispose of 6 years after case is closed.

134-10 PRELIMINARY CHARGE FILE—NO JURISDICTION

File maintained of preliminary charges which were investigated and it was found that the Commission had no jurisdiction in the matter.

Dispose of after 2 years.

134-11 INTAKE FILES NOT RESULTING IN A COMPLAINT

Form provides details on alleged discriminatory act which does not result in a Commission complaint.

Dispose of after 2 years.

134-12 SPECIAL COMPUTER REPORTS

Listings of particular information such as how many cases were filed against a certain respondent, or were filed under a certain basis, etc.

Dispose of when no longer a reference value.

134-13 CONTRACT COMPLIANCE REVIEW FILES

Each review file contains information regarding a city contract of more than \$10,000.00 with a business, prime contractor, supplier, manufacturer, vendor subcontractor or consultant. Files will include Affirmative Action forms. Files may also include employment records, employment statistical reports, form EEO-1 and Office of Federal Contract Compliance Program review results.

Dispose of 5 years after last activity.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet